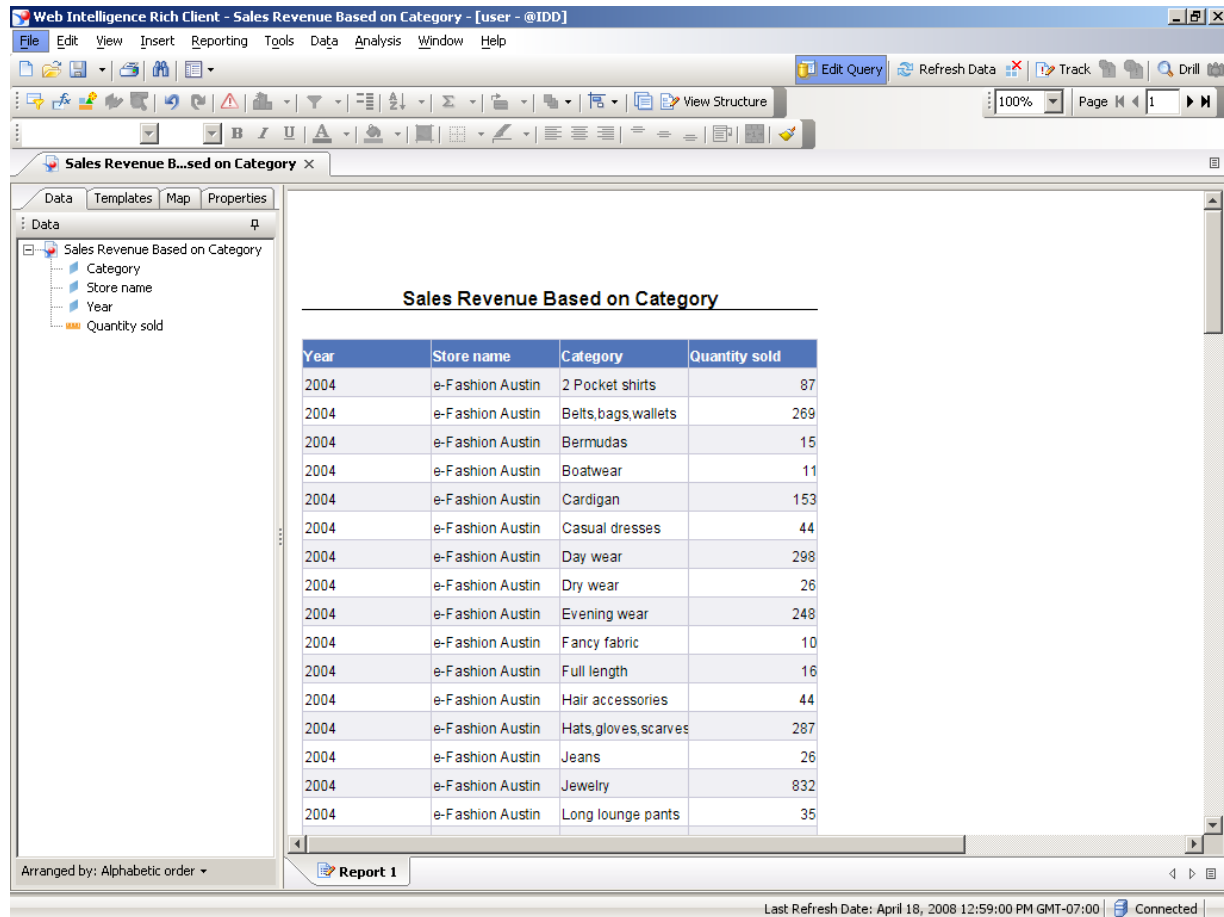**Modifying a query with a predefined filter**

Procedure

1. Start the transaction using the menu path or transaction code.
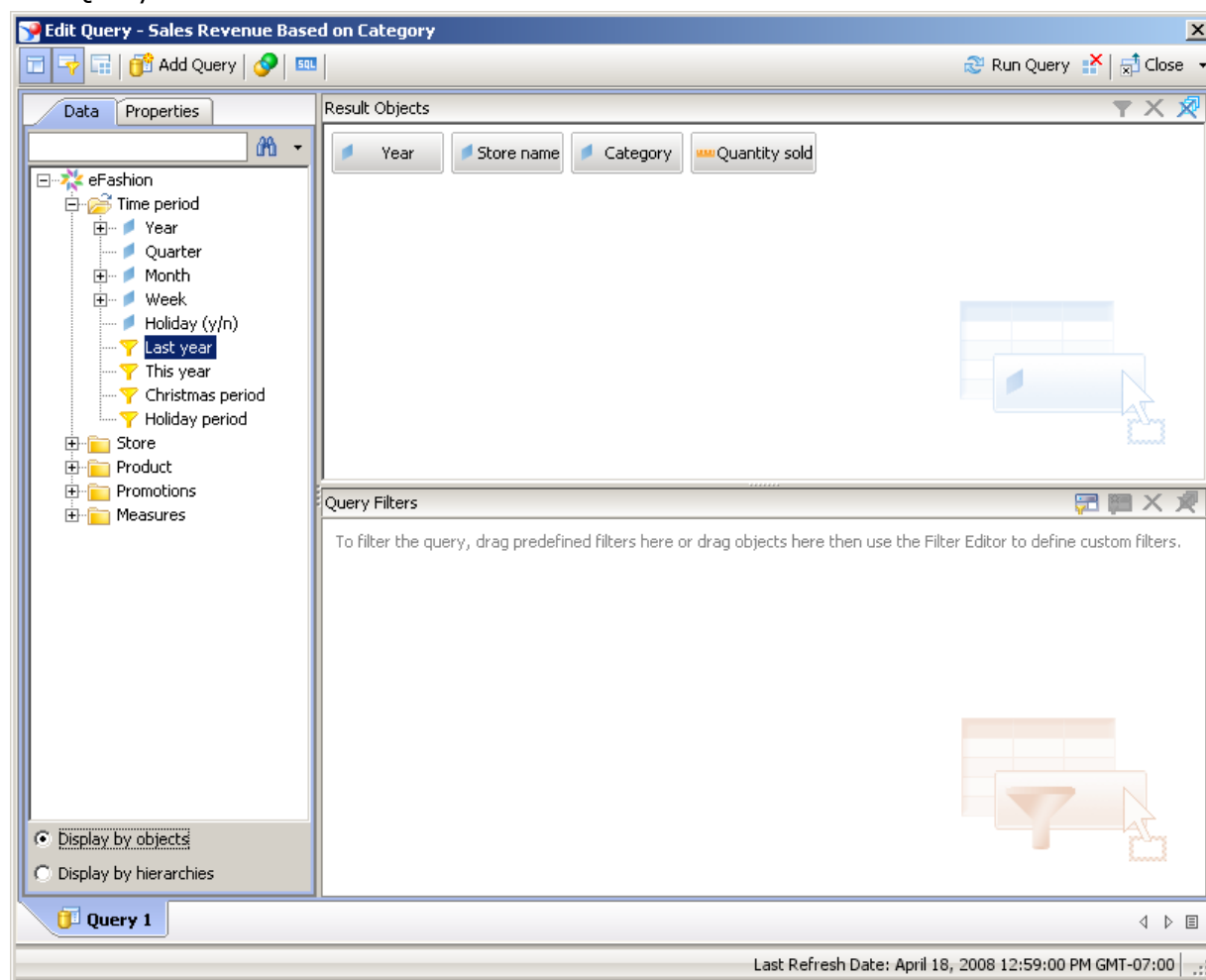
Web Intelligence Rich Client

2. Click **Edit Query**.

> Your district manager has asked you for a report to show the quantity of items sold by category for each store last year.
>
> You decide you can quickly modify an existing report by adding a predefined Last year filter.
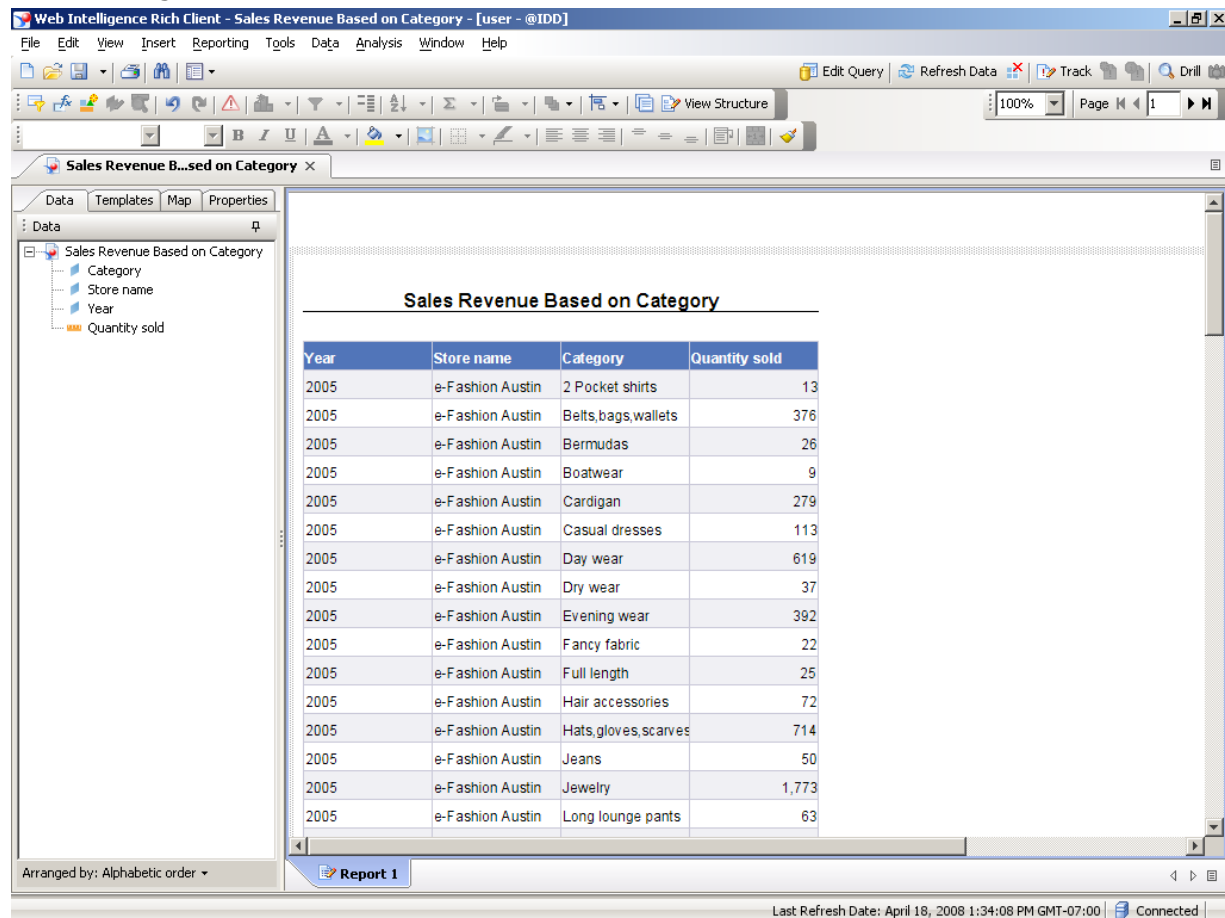
Edit Query

3. Drag **Last year** to the Query Filters pane.

4. Click **Run Query**.

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5. Press [Enter] to continue.

> The report now shows the quantity sold by category in each store for the year 2005.
>
> Press **[Enter]** to continue.